

NITC Licensing Grant – Phase I Report

February 8, 2001

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I. Grant Overview

The original grant proposal for investigating Nebraska's licensing processes divided the project into three phases – Phase I was to investigate the licenses and propose templates, Phase II was to develop the proposed templates, and Phase III was to implement an internet licensing system using the templates. Phase II would not be started until the results of Phase I were reported and funding for Phase II was approved. Likewise, Phase III would not be started until the results of Phase II were reported and Phase III was approved.

The original proposed schedule and funding for the different phases was:

	Length of Time	Time Frame	Funding
Phase I	6 months	8/1/2000 through 1/31/2001	\$53,040
Phase II	4 months	2/1/2001 through 5/31/2001	\$85,480
Phase III	2 months	6/1/2001 through 7/31/2001	\$12,920
		Total Costs	\$151,440

Realized Savings from Phase I

There were some substantial savings and benefits realized from Phase I. All of the agencies that participated now have documentation describing how they do licensing. This documentation covers both the data that they collect from each of their applications, and the process that is followed for licensing applicants. Since this was done across many agencies boards, and commissions, and some standard processes were followed, this process took less time than originally anticipated, bringing Phase I in under budget.

Since only licenses for individuals were reviewed in this process, it may be worth the effort to look at similarities in licensing for businesses, facilities, and organizations.

Phases II and III

The grant proposed that Phase II would consist of developing templates that would be used in developing internet licensing applications. Phase III would then be a pilot project using these templates.

In analyzing the information collected in Phase I, a new approach to Phase II and Phase III was found. Renewals of licenses have many similarities between agencies, boards, and commissions. The approach to Phase II that is being suggested would have Phase II focus on developing templates for license renewals AND develop a pilot project using the renewal templates. Phase III would then expand on the renewal templates and allow them to be used for initial

licensing as well. Phase III would also consist of developing a pilot project that would use the initial licensing templates.

A plan and budget for each of these approaches is discussed in this report.

II. Phase I Overview

Phase I was approved and started on August 1, 2000. One of the requirements in the approval of the grant was that a Board of Directors be established. It was felt that the Board of Directors should represent both small and large agencies, and the licenses of the members' agencies should have varying requirements.

The members of the Board of Directors are:

Rod Armstrong, Nebraska Online
Kim Fosler, Nebraska Racing Commission
Annette Harmon, Board of Public Accountancy
Helen Meeks, Health and Human Services
Shelly Norval, Board of Engineers and Architects
Greg Lemon, Secretary of State's Office

Representatives to the Board from IMServices are:

Jerry Brown
Dave Hattan
Steve Henderson
Laurie Schlitt

The Board of Directors has met several times over the past few months when milestones have occurred, or when results or information needed to be reviewed. The first meeting was held in August to review the letter that was going to be sent to the agencies, boards, and commissions in the State of Nebraska (see Attachment 1) requesting information on the license(s) that they process. At this meeting we also decided that we would focus our efforts on the licensing of individuals, and that we would save the licensing of facilities and organizations for another effort.

We tracked the information as the responses to our inquiry arrived. We recorded all the responses that came in, and whether they processed licenses or not. (See Attachment 2).

We also developed a standard questionnaire to use at the interviews. (See Attachment 3). As the questionnaire was used, it was refined to collect better, more accurate information. Both the Interview Procedures and the Standard Questionnaire were reviewed at a board meeting so that we could have fairly comprehensive documents before we started collecting data for the grant.

As we collected the information from the interviews, it was documented in a data model and a process model. We recorded the information for the initial applications, renewal applications, and reciprocity applications separately. The data model included all the different data elements that each application contained. The process model we used was a word document that described

how the license was obtained. This format worked well since it could be sent electronically for review by the agencies, boards, and commissions.

After the information was documented, we took it back and reviewed it with the agency, board, or commission. Any further changes that were requested were made, and a final copy was delivered to them. Our original grant had proposed 3 visits, but we found that, in most cases, 2 visits were sufficient.

Several agencies had some issues regarding internet licensing. They did not feel it would work for them for various reasons. We tracked this information as well (see below). We have offered some possible resolutions to some of these issues. These suggestions were shared with some of the agencies, boards, and commissions.

Agencies' Issues Regarding Internet Licensing

- 1) How to handle items that need to be sent in, such as Proof of continuing education, transcripts, copies of old or current licenses, out of state licenses, photos, proof of employment
There are several ways of collecting this information. Some agencies are collecting continuing education information directly from vendors or schools.
- 2) Affidavits – How to handle collection of signatures and notaries
Statutes could be reviewed to see if signatures, notaries, or even affidavits are necessary. Several agencies have been eliminating these requirements recently.
- 3) Signatures – Having digital signatures
Statutes could be reviewed to see if signatures are actually required. If they are used for identification purposes, they could possibly be replaced with other options.
- 4) Proof of birth – Sending in notarized copy of birth certificate, or Notarized copy of driver's license, Notarized copy of marriage certificate
- 5) How much will it cost to develop this?
Each license would have to be analyzed on an individual basis to determine an estimate.
- 6) Duplicate work to handle licensing as it is done today plus internet licensing
If Internet Licensing is used, it should drastically cut down the amount of time employees spend on opening envelopes, validating data, processing bank deposits, etc.
- 7) How much will it cost to process internet licenses?

8) How much will credit card processing cost?

Costs could be recovered through fees, or through additional charges. Some agencies are finding that collecting information through the internet is saving them substantial time and money, and now have additional charges if the internet is NOT used.

One item did become clear through our interviews and analysis. If agencies, boards, and commissions are willing to review and revise their current licensing practices, they may be able to utilize internet licensing easier than their current practices and processes allow.

III. Phase I Results

Our original grant had proposed that we would interview 50 agencies, calculating that it would require 3 visits for each agency, and that each agency, board, or commission would have 1 license. These numbers were anticipated to be an average. The original grant just said “licenses”. At one of the Board meetings, it was decided to focus mainly on licensing of individuals. At some of the agencies’ requests, we did document their licenses for places or organizations. We felt this would be useful information for future reference.

In reality, we interviewed 26 agencies, boards, or commissions. We documented 203 applications for initial licenses, 73 applications for renewal licenses, and 29 applications for reciprocity licenses. (See Attachment 4 – License Information.) We discovered that these agencies, boards, and commissions process approximately 130,386 licenses per renewal period (ie, annually, bi-annually, etc., depending on the individual license). This number does not include any of the HHS licenses since those numbers were not readily available.

In analyzing the data models, we found that there were approximately 681 unique fields on these license applications. Of these fields, 34% (or 232) are Boolean Fields (true/false, yes/no), 40% (or 272) are Date Fields, and 60% (or 407) are Text or Numeric Fields. See Attachment 6 for a list of all the fields that were found in the applications.

We also looked at how often the individual fields were used in the different data models (see below).

Fields	Times Used
355	1*
128	2
49	3
25	4
16	5
14	6
4	7
8	8
5	9
15	10-14
9	15-19
11	20-24
10	25-49
6	50-74
7	75-100
9	101-125
1	126-150
2	151-200
10	More than 200

(*Note: This chart would be read as, There are 355 fields that are used 1 time in the data models. There are 128 fields used 2 times in the data model, etc.)

In developing our proposal for the templates, we decided that fields that are used less than 10 times in all the applications would not be included. Items used less frequently than 10 times would not have a sufficient frequency to warrant them being included in the templates. If it should be decided to change this level of frequency, we can make the appropriate changes to the proposal. Due to the large number of these fields that are used infrequently, generic fields could be added to the data templates. These generic fields then could be easily changed to represent the exact fields needed by the application that is being developed. This would allow for customization, but keep the costs as minimal as possible.

NOL Insights

We also set up a meeting with staff members from Nebraska Online to discuss their internet licensing procedures. Most of their online licensing efforts have been directed towards renewals. The renewals are easier to process than initial licenses, in part because there is less information required and more similarities between renewals than there is between initial licenses from the different agencies, boards, and commissions.

NOL did provide some other useful insights regarding their procedures. At the time of our meeting we had begun the analysis to define the templates. They

were able to confirm that we were generally headed in the same direction that they had proceeded, and they were also able to provide some other additional information that helped in developing the template proposals.

IV. DATA Template Proposal

Basic Internet Application Requirements

We reviewed several items regarding the development of an internet application. One aspect of this was what requirements the developers may have for the agencies, boards, and commissions. IMServices has some system requirements for all of their applications, including 1) Cookies Enabled (for Lightweight Directory Access Protocol, or LDAP), 2) Java would be the language developed in, 3) Java Script Enabled, and 4) browsers used are Internet Explorer 4.0 or higher, or Netscape 4.0 or higher. NOL has similar requirements as well. None of these requirements are anticipated to cause problems or concerns for the persons using the applications.

Proposed Templates

In the original grant proposal, we had anticipated creating templates for 4 licenses. After analyzing the information that was collected, we feel there is a better way for creating the templates.

We have found that there are actually two types of templates, one that relates to data and one that relates to the processes. Each of these types of templates would need to be created to have a functioning license application.

DATA Templates

The data templates should include the following elements. (Note: All of these elements occurred in the data models for at least 10 different license applications.)

Applicant Name		
Maiden Name		55
First Name		230
Last Name		230
Middle Name or Initial		230

Applicant Details		
Photograph		26
Title		49
Date of Birth		61
SSN		79
Location		125

Address		
Address Type		15
County		48
Country		61
Address		211
Address 2		211
City		211
State		211
Zip		211
Zip + 4		211

Email Address		
Email Address		11

Telephone		
Fax Number		20
Telephone		192

Education		
Course Name		11
Total Hours		11
Major		13
Degree Received		21
Date Graduated		38
Institution Name		76
Copy/Proof		80
Date End		102
Date Begin		107
Location		125

License		
Licence Type		52
Date Issue		92
Date Expiration		180
License ID Number		243

Application Details		
Date Received		11
Application Type		31
Date Form Completed		96
Fee Paid		125

Employment		
Manager Name		12
Business Type		15
Business Name		89
Establishment Name		43
Date End		102
Date Begin		107
Location		125

Reciprocity		
Recent Practice		14
Issuing Agency		28
License State		30
Date Issue		92
Date Expiration		180

Morality		
Licensed Suspended		11
Moral Character Affidavit		11
Good Standing		12
Conviction Documents		12
License Refused Renewal		14
License Revoked		16
Date Disciplinary Action		18
Type of Disciplinary Action		19
Crime Committed		20
Date Conviction		20
License Denied		23
Disciplinary Details		23
Details		36
Disciplinary Action		51
Criminal Conviction		52

Payment

Exams	
Date Exam	15
Exam Passed	16
Exam Name	23

Continuing Education	
Hours	11
Hour Type	11
Course	11
Instructor	55
Vendor/Institution	76
Date Attended from	107
Date Attended thru	102

Signatures	
Director Name	11
Date Signature	16
Supervisor Name	19
Official Name	24
Applicant Name	88

Notary	
Notary Applicant Affidavit Name	103
Notary County of	103
Notary Date Affidavit	103
Notary of Affidavit Name	103
Notary Printed Name Affidavit	103
Notary State of	103

DATA Template Creation and Savings

For the data templates, there are three different pieces that we would propose creating – 1) a database where each of the above would represent a table in the database, 2) data functions where the data for each of the above would be validated on the client side, and 3) business logic where each of the above is processed and written to the database. (See diagram below.)

1. Screens

This item is discussed in more detail in the Process Template section.

2. Functions

There would be functions for each of the tables (from above) in the function section. This is where all the data validation would occur. If an application did not need parts of the templates, these parts could be easily deleted, leaving only the parts that are needed for that particular application. (An example of this would be checking that only numbers are allowed for an SSN.)

3. Business Logic

The Business Logic section occurs after the data is validated. It is where the information is taken from the screens and input into the database. In some cases this is a simple action of moving of the data. In other cases, it may require reformatting of data, such as to put dates into a standard format.

4. Credit Card Processing

IMServices is currently investigating different companies regarding credit card processing. Some items that are being considered are costs, validation of card numbers, storing of card numbers, and how/when billing is charged to the customer. More will be known on these items in the near future.

5. Internet Database

The database would consist of all the data templates that were listed above. Each of the boxes would be a table in the database. If an application did not need some of these tables, the tables could be easily deleted from the database. If individual elements are not needed, those elements could be deleted from the table where they are stored.

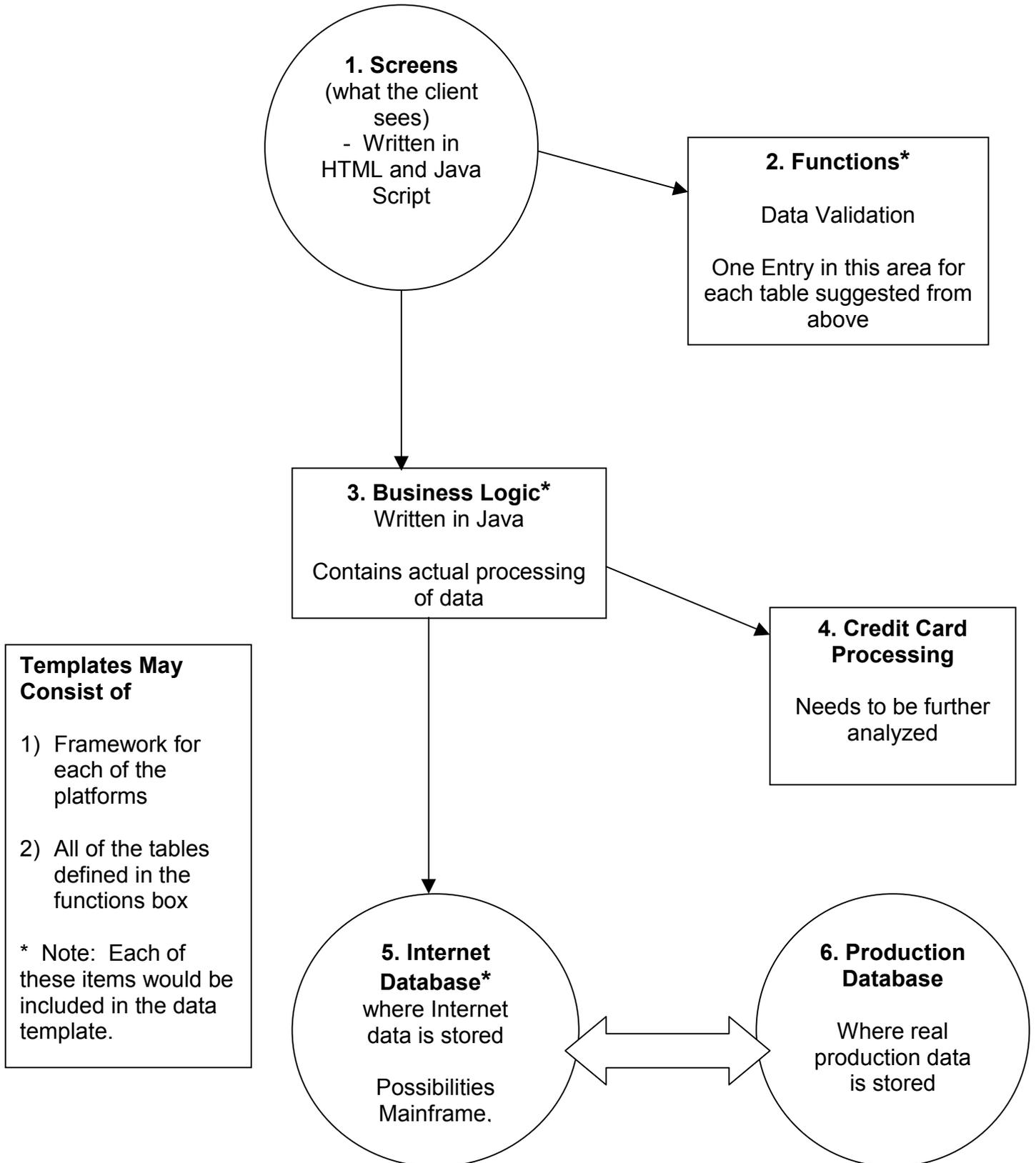
The suspense database would be a holding file for applications where they can be reviewed. This would be almost a duplicate of the internet database.

6. Production Database

This item is not included in the actual template. Many agencies, boards, and commissions have existing databases, and do not want to change their formats. The existing databases may be in SQL Server, Access, DB2, or another format. A program would need to be written to write from the Internet database to the production database, and it is anticipated that this will vary greatly between the different agencies, boards, and commissions.

If an agency does not have an existing database, then the database used for the Internet Database could be cloned and used as the Production Database. This could still keep the Production database from being part of the template.

DATA Template Representation

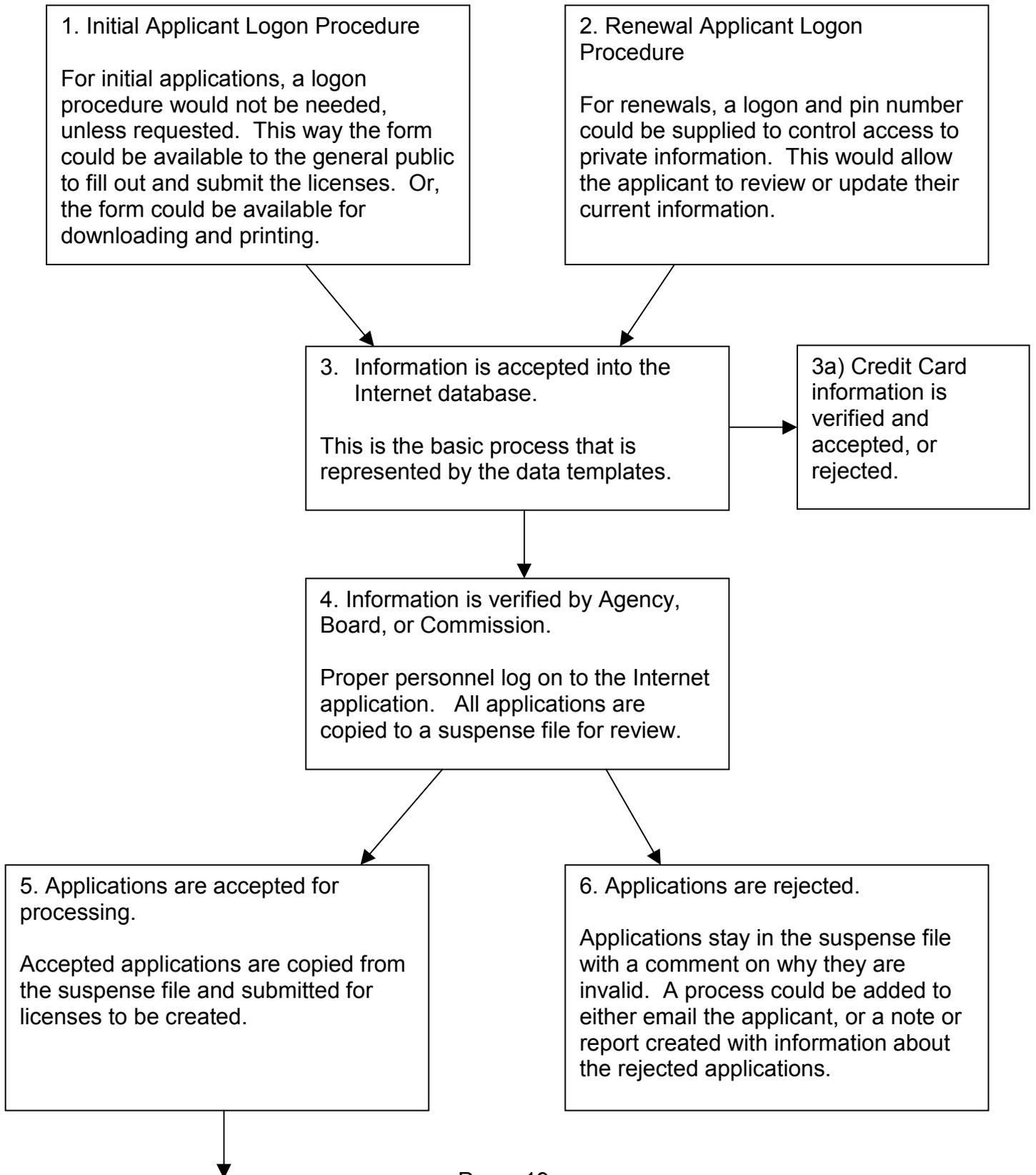


V. PROCESS Template Proposal

The processes that are similar between the applications would be developed into the process templates. Listed below are many of the high level processes that were found to be candidates for the process templates. There are a few additional general templates that are detailed out in the plans and budgets.

1. Initial Applicant Logon Procedure*
2. Renewal Applicant Logon Procedure*
3. Information is accepted into the Internet database.
This is covered in the DATA template proposal above.
- 3a) Credit Card Processing
4. Information is verified by Agency, Board, or Commission. *
5. Applications are accepted for processing.
- 5a) Application information is verified against continuing education information that has been tracked throughout the year.
6. Applications are rejected.
7. Suspense file information is processed and licenses are created.
8. Production Database is updated with the new licenses.
9. Production Database is copied to the Internet database.
10. Renewal Applicant Logon Procedure (same as 2. above)
11. Agency personnel check who is eligible for renewing their licenses.
- 11a) If renewal applications are sent out with the letters, they could be barcoded for easier tracking when they applications are returned.

PROCESS Template Representation



5. Applications are accepted for processing. (same as above)
Accepted applications are copied from the suspense file and submitted for licenses to be created. Information will then be added to the production database.

5a) Application information is verified against continuing education information that has been tracked throughout the year.
The applicants that do not have the required continuing education credits will not be accepted for processing.

7. Suspense file information is processed and licenses are created.
Each agency will have a process through which their licenses will be created and printed. The licenses can then be sent to the applicants.

11. Agency personnel check who is eligible for renewing their licenses.
A report can be created for which licensees can have their licenses renewed. Letters or emails could be created to send to the licensees.

8. Production Database is updated with the new licenses.
New licenses are added to the database so that they can be reviewed through normal processes.

11a) If renewal applications are sent out with the letters, they could be barcoded for easier tracking when they applications are returned.

9. Production Database is copied to the Internet database.
Internet database is updated with the most current information so it can be used by applicants for renewals, or so applicants can review their licenses or statuses.

10. Renewal Applicant Logon Procedure (same as 2. above)
For renewals, a logon and pin number could be supplied to control access to private information. This would allow the applicant to review or update their current information.

VI. Proposed Phase II – Template Plan and Budget

Proposed Phase II and Phase III vs. Suggested Phase II and Phase III

The grant proposed that Phase II would be the creation of templates that could be used to construct internet licensing applications. Phase III would then be a pilot project using these templates. In analyzing the information that was collected, a possible better approach to Phase II and Phase III has been discovered. In this new approach, Phase II would consist of creating templates for the renewing of licenses AND a pilot using these templates. Phase III would build on these templates by adding additional templates for initial licenses, and then would have a pilot project for initial licensing that would use these templates.

This section contains the plan and budget for Phase II as it was proposed in the grant. The next section contains a plan and budget for Phase II using this new, suggested approach.

Data Templates for Proposed Phase II

For each of the data templates, the creation of the Functions, Business logic, and Internet Database processing are being estimated in the single number of each type. The templates that are being proposed are those that occur in the most of the license applications.

Each of these templates could include generic placeholders for boolean fields, text fields, and numeric fields. This would make the customizing of the templates easier and would further reduce the development time for the various internet licenses and applications.

Template	Estimated Development Time (hours)	Estimated Development Cost (at \$71/hr)
Applicant Name	24	\$1,704
Applicant Details	24	\$1,704
Address	24	\$1,704
Email Address (since this will be used frequently with internet processing)	16	\$1,136
Telephone Information	16	\$1,136
Education	40	\$2,840
License	40	\$2,840
Application Details	32	\$2,272
Employment	32	\$2,272
Reciprocity	32	\$2,272
Morality	40	\$2,840
Payment (since this will be used frequently with internet processing)	40	\$2,840

Exams	24	\$1,704
Continuing Education	24	\$1,704
Signatures	24	\$1,704
Notory	24	\$1,704
Totals	456	\$32,376

Process Templates for Proposed Phase II

Template	Estimated Development Time (hours)	Estimated Development Cost (@\$71/hr)
Generic Web Page	40	\$2,840
Logon procedure and Security	40	\$2,840
License Verification Screens	80	\$5,680
License Rejection Screens	80	\$5,680
Data Entry Screen for New Applications	40	\$2,840
Data Entry Screen for Renewals	40	\$2,840
Procedure to create Renewal Letters or emails	40	\$2,840
Reports for Accepted and Rejected Applications	40	\$2,840
Credit Card Processing	80	\$5,680
CE and Other Supplemental Information Tracking Screen	80	\$5,680
Write Internet Database to Suspense Database	80	\$5,680
Write Internet Database to Production Database	80	\$5,680
Totals	640	\$51,120

Estimated Project Totals for Proposed Phase II

Data Templates	456	\$32,376
Process Templates	640	\$51,120
Project Management	40 @ \$78	3,120
Totals	1,136	\$86,616

The original grant proposed that approximately \$85,480 would be needed for Phase II. This estimate is slightly higher. Phase I had proposed that \$53,040 would be needed. Since standardized procedures were used and the hourly rate for some personnel was less than projected, the actual costs for Phase I came to approximately \$21,000. If that funding were allowed to continue into Phase II there would be a surplus above the new estimate.

Prerequisites for Agencies

A few items began to appear in our analysis that indicated some agencies may be able to utilize internet licensing easier than other agencies. If agencies, boards, or commissions had some of the following items, they may be more prepared to begin licensing over the internet than other agencies, boards, or commissions. For Phase III, should that funding be approved, we may want to look for a pilot agency, board, or commission that have some or all of the following items or qualities.

- ◆ High Volume of Renewals or Applications
- ◆ Renewals all occurring at approximately the same time
- ◆ Recently revised application requirements

VII. Suggested Phase II – Renewal Template Plan / Pilot and Budget

This section contains a plan and budget for Phase II using the new, suggested approach. This new approach would be to have Phase II consist of creating templates and a pilot project for license renewals. Phase III would consist of building on the renewal templates, adding in initial licensing information, and a pilot project to utilize the templates.

The advantage of this new approach is that, when Phase II is completed, there will be an actual application (the pilot project) in place that uses the templates. Phase III will just expand on what is already built to increase its functionality. The templates built in Phase II could begin to be utilized by all agencies, boards, and commissions as soon as that phase is completed, whether or not funding for Phase III is accepted.

This approach also lends itself to future development for adding on functionality for the licensing of businesses, facilities, and organizations.

Data Templates for Suggested Phase II

For each of the data templates, the creation of the Functions, Business logic, and Internet Database processing are being estimated in the single number for each type. The templates that are being proposed are those that occur in the most license renewal applications.

Each of these templates could include generic placeholders for boolean fields, text fields, and numeric fields. This would make the customizing of the templates easier and would further reduce the development time for the various internet licenses and applications.

Template	Estimated Development Time (hours)	Estimated Development Cost (at \$71/hr)
Applicant Name	24	\$1,704
Applicant Details	24	\$1,704
Address	24	\$1,704
Email Address (since this will be used frequently with internet processing)	16	\$1,136
Telephone Information	16	\$1,136
Education	40	\$2,840
Continuing Education	24	
License	40	\$2,840
Application Details	32	\$2,272
Employment (current only)	32	\$2,272
Payment (since this will be used frequently with internet processing)	40	\$2,840

Signatures	24	\$1,704
Totals	336	\$23,856

Process Templates for Suggested Phase II

Template	Estimated Development Time (hours)	Estimated Development Cost (@\$71/hr)
Generic Web Page	20	\$2,840
Logon procedure and Security	40	\$2,840
License Verification Screens	20	\$5,680
License Rejection Screens	20	\$5,680
Data Entry Screen for Renewals	40	\$2,840
Procedure to create Renewal Letters or emails	40	\$2,840
Reports for Accepted and Rejected Renewals	40	\$2,840
Credit Card Processing	80	\$5,680
CE and Other Supplemental Information Tracking Screen	40	\$5,680
Write Internet Database to Suspense Database	80	\$5,680
Write Internet Database to Production Database	80	\$5,680
Totals	500	\$35,500

Estimated Project Totals for Suggested Phase II

Data Templates	336	\$23,856
Process Templates	500	\$35,500
Project Management	32 @ \$78	\$2,496
Totals	868	\$61,852

Data Templates for Suggested Phase III

Template	Estimated Development Time (hours)	Estimated Development Cost (at \$71/hr)
Applicant Name	0	\$0
Applicant Details	24	\$1,704
Address	0	\$0
Email Address (since this will be used frequently with internet processing)	0	\$0
Telephone Information	0	\$0
Education	20	\$1,420
Continuing Education	0	\$0
License	40	\$2,840
Application Details	32	\$2,272
Employment	40	\$2,840
Payment (since this will be used frequently with internet processing)	20	\$1,420
Signatures	24	\$1,704
Totals	200	\$14,200

Process Templates for Suggested Phase III

Template	Estimated Development Time (hours)	Estimated Development Cost (@\$71/hr)
Generic Web Page	20	\$1,420
Logon procedure and Security	0	\$0
License Verification Screens	20	\$1,420
License Rejection Screens	20	\$1,420
Data Entry Screen for New Licenses	40	\$2,840
Procedure to create Renewal Letters or emails	0	\$0
Reports for Accepted and Rejected Applications	40	\$2,840
Credit Card Processing	20	\$1,420
CE and Other Supplemental Information Tracking Screen	16	\$1,136
Write Internet Database to Suspense Database	40	\$2,840
Write Internet Database to Production Database	40	\$2,840
Totals	256	\$18,176

Estimated Project Totals for Suggested Phase III

Data Templates	200	\$14,200
Process Templates	256	\$18,176
Project Management	32 @ \$78	\$2,496
Totals	488	\$34,872

Adding the estimates for the suggested Phase II to the suggested Phase III is \$96,724. The grant had originally proposed \$85,480 for Phase II and \$12,920 for Phase III, or \$98,400.

Given the information that is now known, using the suggested approach would allow for a usable product to be completed sooner.

VIII. Attachment 1 – Letter to Agencies, Boards, Commissions

August 9, 2000

RE: Licensing Applicants via the Internet

To All Agencies, Boards, and Commissions:

The Nebraska Information Technology Commission (NITC) awarded Information Management Services (IMServices) funding to develop a common, collaborative approach to issuing and renewing licenses via the internet. This project aims to improve citizen services through collaboration among the various State Agencies, Boards, and Commissions.

The grant, with some provisions, provides funding for analysis and documentation of the State's licensing requirements. When this first phase has been accomplished, the requirements will be compared to find similarities. If adequate similarities are found, they will be programmed into templates which will allow Agencies, Boards, and Commissions to develop their licensing applications in less time and at a lower cost than would be otherwise possible.

The first step in this effort is to identify contacts at all the Agencies, Boards, and Commissions that perform licensing (see attachment). When this information has been returned, the persons listed will be contacted and interviews to document the license requirements will be scheduled. Due to the anticipated response, it may take a few months to meet with all agencies, boards, and commissions that respond.

Please fill out and return the attached questionnaire before August 28, 2000, to:

Laurie Schlitt
IMServices
501 S. 14th St.
P. O Box 95045
Lincoln, NE 68509-5045

If you have questions, Laurie can be contacted at (402)471-0836, or by email at lschlitt@notes.state.ne.us.

Thank you for your time.

Steven L. Henderson by Jerry Brown
DAS – IMServices Acting Administrator
Internet License Grant Information

Agency, Board, or Commission Name:

Contact Name: _____ Phone: _____

_____ Our Agency, Board or Commission does not perform any type of licensing.

_____ We are responsible for licensing, and would like to participate. Attached is a list of the different licenses that we process, along with the name of someone who is knowledgeable about the requirements of that particular license.

Please list the licenses that your agency or board processes. Attach additional sheets if necessary.

<u>License Type/Name</u>	<u>Contact Person</u>	<u>Contact Phone / Email</u>
Example: Drivers Licenses	Jane Doe	(402)471-1234 Jdoe@notes.state.ne.us

1.

2.

3.

4.

5.

IX. Attachment 2 – Responses from Agencies

	Agency Name	Contact	Phone Number	Licensing	Number of Licenses
	A				
1	ADA/DC of Nebraska	Michael Roder	592-3355	N	
2	Agriculture -- Potato Development	Denis Blank denisnb@agr.state.ne.us	471-2341	Y	40
	B				
3	Board of Barber Examiners	Ronald J. Pella	471-2051	Y	5
4	Brand Committee, Nebraska	Beverly Preble	(308)763-2930	N	
	C				
5	Clerk of the Legislature	Patrick J. O'Donnell	471-2271	N	
6	Commission for the Deaf and Hard of Hearing	Tanya Wendel	471-3593	N	
7	Community College Association	Dennis Baack	471-4685	N	
8	Corn Board	Judy Petersen	471-2676	N	
9	Correctional Services, Department of	Jack L. Falconer	471-2654	N	
	D				
10	Dairy Industry Development Board				
11	DAS - Budget Division	Gerry Oligmueller	471-4171	N	
12	DAS - Chief Information Officer	Steve Schafer	471-4385	N	
13	DAS - Div of Communications	Jayne Scofield	471-3454	N	
14	DAS - Employee Relations Division	Gail Broliar	471-4104	N	
15	DAS - Materiel Division	Julie Perez	471-8295	N	
16	DAS - State Building Division	Ken Fougeron	471-3191	N	
17	DAS - State Personnel			N	
18	Department of Motor Vehicles	Bev Neth, Administrator		Y	1
19	Dry Bean Commission				
	E				

20	Economic Development -- Division of Travel and Tourists	David Miller	471-3795	N	
21	Educational Lands and Funds, Board of	Cindy S. H. Kehling	471-2014	N	
22	Educational Telecommunications Commission	Sue Gildersleeve	472-9333 x372	N	
23	Energy Office, Nebraska	Bonnie Ziemann	471-4371	N	
24	Engineers and Architects, Board of	Shelly Norval	471-8383	Y	4
25	Ethanol Board, Nebraska	Todd Sneller	471-2941	N	
26	Expert Review Panel for Infected Health Care Workers	Christine M. Newlon	471-2937	N	
F					
27	Foster Care Review Board	Heidi Ore	471-4676	N	
G					
28	Game and Parks Commission	Don Lanning	471-5520	Y	8
29	Geology Board	Shelly Norval		Y	?
30	Governor's Planning Council on Developmental Disabilities	Mary Gordon	471-0143	N	
31	Governor's Policy Research Office	Lynn Thiemann	471-3094	N	
32	Grain Sorghum Board	Barbara Kliment	471-4276	N	
H					
33	Health and Human Services	Joyce M. Novak Rita M. Thalken	471-0182 471-4927	Y	50
34	HHSS Division of Mental Health, Substance Abuse and Addiction Services	Gordon Tush	479-5583	Y	4
35	HHSS - Public Health Assurance	Bob Leopold	471-3979	Y N	1
I					
36	Insurance, Department of	Gary Timm	471-2208	Y	

37	Commission of Industrial Relations	Annette Hord	471-2935	N	
38	Investment Council	Kathy Dawes	471-2044	N	
L					
39	Landscape Architechts, Board of	Shelly Norval	471-8383	Y	1
40	Liquor Control Commission	Mary Messman	471-4893	N	
M					
41	Military	Marylin V. Nunn	471-7127	N	
O					
42	Oil and Gas Conservation Commission	Mary Wistrom	(308)254-6919	N	
P					
43	Panhandle Area Development District	Al Heuton	436-6584	N	
44	Parole & Pardons, Board of	Linda Krutz	471-2156	N	
45	Partnership Council (HHSS)	Chris Peterson	471-9433	N	
46	Power Review Board	Tim Texel	471-2301	N	
47	Public Accountancy, Board of	Annette Harmon	471-3595	Y	3
48	Public Advocacy, Commission on	Rita Wesely	471-8088	N	
49	Public Employees Retirement	Dean Coress	471-9504	N	
R					
50	Racing Commission	Kim Fosler	471-4155	Y	12
51	Real Estate Appraiser Board	Marilyn Hasselbalch Contact After September 29	471-9015	Y -	5
52	Real Estate Commission	Monica Wade finance@nrec.state.ne.us	471-2004	Y	3
53	Regional Center	Barb Ramsey	479-5404	N	
54	Revenue, Department of	Dave Dearmont ddearmon@rev.state.ne.us	471-5700	Y	35
S					
55	Secretary of State	Greg Lemon	471-8606	Y	4
56	State Board of Health	Monica Gissler		N	
57	State Penitentiary -- Department of Correctional	Mike Kenney	479-3226	N	

Services					
58	State Personnel Board	Karen Billings	471-3567	N	
59	State Surveyor	Kathy Martin	471-2566	Y	1
60	Status of Women, Commission on the	Connie R. Snider	471-2039	N	
61	Suggestion System Award Board	Nyla Thomsen	471-4459	N	
62	Supreme Court	Joe Steele	471-2755	Y	1
T					
63	Task Force for Building Renewal	Wayne Haller	471-3515	N	
64	Tax Equalization and Review Commission	Mark Reynolds	471-2342	N	
65	Transportation Services Bureau	Kim Flynn kflynn@notes.state.ne.us	471-2897	Y	1
V					
66	Veteran's Affairs, Department of	Daniel L. Parker	471-2458	N	
67	Vocational Rehabilitation	Frank Lloyd	471-3649	N	
W					
68	Wheat Board	Ron Maas	471-2358	N	
69	Workforce Development	Dan Burns	471-4721	Y	1
70	Contractor Registration Labor Law Manager	Bill Hetzler	402-595-2960	Y	2
Total Licenses					180

X. Attachment 3 – Interview Questionnaire

NITC License Grant Questionnaire

Date: _____
Agency: _____
Contact: _____ Phone: _____
Email: _____
Location: _____

1. What are the different licenses that you are responsible for?
2. Do you have a sample of each license application, renewal form, and license/certificate? Do you know of any other forms that would be helpful?

New Licenses

3. What are the requirements for applying for each of these licenses?
 - Are there any bond requirements? Yes No
 - Does the application need to be notarized? Yes No
 - Do any other agencies or persons need to be contacted for outside verification? Yes No
 - Are there any other requirements or information that is used? Yes No
4. Who approves each license?
5. What are the fees associated with attaining each new license?
 - Are the fees standard? Yes No
 - Is there a range of fees? Such as Online vs. In Person Yes No
 - How are the fees set?
 - How are the fees paid? (Invoice a company, by the individual?)
 - Who pays the fees? (Company, individual other?)
6. Are there any tests or other continuing education requirements associated with these licenses? Yes No
 - Are there fees for these items? Yes No
 - Are the fees standard? Yes No
 - Is there a range of fees? Such as Online vs. In Person Yes No
 - How are the fees set?
 - How are the fees paid? (Invoice a company, by the individual?)
 - Who pays the fees? (Company, individual other?)

7. What is the process that people go through to attain these licenses?

8. What are your future plans for licensing?

- Adding any new licenses? Yes No
- Changing any processes? Yes No
- Removing/Merging any licenses? Yes No

Disciplinary Processes

9. Can a license have disciplinary action taken against it? Yes No

- What is the process?

10. Can a license be reissued after disciplinary action has been taken? Yes No

- What is the process?

Renewing Licenses

9. Do these licenses need to be renewed? Yes No

10. How often do these licenses need to be renewed?

11. How are the renewal forms delivered to the applicants?

- How are the applicants for renewal determined?

12. What are the requirements for renewing each of these licenses?

- Are there any bond requirements? Yes No
- Does the application need to be notarized? Yes No
- Do any other agencies or persons need to be contacted for outside verification? Yes No
- Are there any other requirements or information that is used? Yes No

13. What are the fees associated with renewing each license?

- Are the fees standard? Yes No
- Is there a range of fees? Such as Online vs. In Person Yes No
- How are the fees set?
- How are the fees paid? (Invoice a company, by the individual?)
- Who pays the fees? (Company, individual other?)

14. Are there any tests or other continuing education requirements associated with renewing these licenses? Yes No

15. What is the procedure for renewing these licenses?

16. How many licenses are processed per renewal period?

17. What type of database do you store your data in?

Issues:

XI. Attachment 4 – License Information

	Board	Section	License Name	Number of Licenses	Initial	Renewal	Reciprocity
1	Board of Engineers and Architects		Architecture License	700 (both)	1	1	
2	Board of Engineers and Architects		Professional Engineer License	700 (both)	1	1	
3	Board of Engineers and Architects		Certification as Engineer Intern	200	1		
4	Board of Engineers and Architects		Temporary Permit to Practice Engineering	60-70	1		
5	Board of Engineers and Architects		Certificate of Authorization	900	1	1	
6	Board of Landscape Architects		Landscape Architect License	77	1	1	
7	Department of Agriculture	Potato Development	Potato Shipper's License	16-18	1		
8	Department of Agriculture	Animal Industry	Livestock Auction Market License	49	1	1	
9	Department of Agriculture	Animal Industry	Livestock Dealer License	240	1	1	
10	Department of Agriculture	Animal Industry	Weighmaster License	100	1	1	
11	Department of Agriculture	Animal Industry	Pet Feed License	13	1	1	
12	Department of Agriculture	Animal Industry	Rendering License	13	1	1	
13	Department of Agriculture	Animal Industry	Domesticated Cervine Animal Facility Permit	86	1	1	
14	Department of Agriculture	Plant	Nursery Dealer License	556	1	1	
15	Department of Agriculture	Plant	Nursery Broker License	1	1	1	
16	Department of Agriculture	Plant	Nursery Grower License	329	1	1	
17	Department of Agriculture	Plant	Commercial Feeds	2700 (all)	1	1	
18	Department of Agriculture	Plant	Commercial Fertilizers or Soil Conditioners	2700 (all)	1	1	
19	Department of Agriculture	Plant	Agricultural Liming Materials	2700 (all)	1	1	
20	Department of Agriculture	Plant	Seed	485	1	1	
21	Department of Agriculture	Pesticide	Private Pesticide Applicator License	40000 (all)	1	1	1
22	Department of Agriculture	Pesticide	Commercial Pesticide Applicator License	40000 (all)	1	1	1

23	Department of Agriculture	Pesticide	Non-Commercial Pesticide Applicator License	40000 (all)	1	1	1
24	Department of Agriculture	Pesticide	Pesticide Dealer License		1	1	
25	Department of Agriculture	Dairy & Food	Grade "A" Milk Plant	500 (Grade "A")	1	1	
26	Department of Agriculture	Dairy & Food	Grade "A" Receiving Station	500 (Grade "A")	1	1	
27	Department of Agriculture	Dairy & Food	Grade "A" Milk Distributor	500 (Grade "A")	1	1	
28	Department of Agriculture	Dairy & Food	Grade "A" Fabricating Single-Service Articles	500 (Grade "A")	1	1	
29	Department of Agriculture	Dairy & Food	Grade "A" Transfer Station	500 (Grade "A")	1	1	
30	Department of Agriculture	Dairy & Food	Grade "A" Milk Hauler	500 (Grade "A")	1	1	
31	Department of Agriculture	Dairy & Food	Grade "A" Milk Producer	500 (Grade "A")	1	1	
32	Department of Agriculture	Dairy & Food	Manufacturing Producer	300 (all)	1	1	
33	Department of Agriculture	Dairy & Food	Manufacturing Milk Plant	300 (all)	1	1	
34	Department of Agriculture	Dairy & Food	Manufacturing Transfer Station	300 (all)	1	1	
35	Department of Agriculture	Dairy & Food	Manufacturing Cream Station	300 (all)	1	1	
36	Department of Agriculture	Dairy & Food	Restaurant Permit	8900 (all) 4900 (renewals)	1	1	
37	Department of Agriculture	Dairy & Food	Egg Handler Permit	8900 (all) 4900 (renewals)	1	1	
38	Department of Agriculture	Dairy & Food	Retail Food Store Permit	8900 (all) 4900 (renewals)	1	1	
39	Department of Agriculture	Dairy & Food	Temp Food Service Permit	8900 (all) 4900 (renewals)	1	1	

40	Department of Agriculture	Dairy & Food	Bakery Permit	8900 (all) 4900 (renewals)	1	1
41	Department of Agriculture	Dairy & Food	Food Processing Plant Permit	8900 (all) 4900 (renewals)	1	1
42	Department of Agriculture	Dairy & Food	Food Storage Establishment Permit	8900 (all) 4900 (renewals)	1	1
43	Department of Agriculture	Dairy & Food	Food Vending Permit	8900 (all) 4900 (renewals)	1	1
44	Department of Agriculture	Dairy & Food	Mobile Unit Permit	8900 (all) 4900 (renewals)	1	1
45	Department of Agriculture	Dairy & Food	Salvage Operation Permit	8900 (all) 4900 (renewals)	1	1
46	Department of Agriculture	Dairy & Food	Convenience Store Permit	8900 (all) 4900 (renewals)	1	1
47	Department of Agriculture	Dairy & Food	Licensed beverage Establishment Permit	8900 (all) 4900 (renewals)	1	1
48	Department of Agriculture	Dairy & Food	Pushcart Permit	8900 (all) 4900 (renewals)	1	1
49	Department of Agriculture	Dairy & Food	Limited Food Service Permit	8900 (all) 4900 (renewals)	1	1
50	Department of Agriculture	Dairy & Food	Commissary Permit	8900 (all) 4900 (renewals)	1	1
51	Department of Agriculture	Dairy & Food	Caterer Permit	8900 (all) 4900 (renewals)	1	1
52	Department of Agriculture	Weights & Measures	Permit for Weighing and measuring Establishment	8000	1	

53	Department of Agriculture	Weights & Measures	Device Registration	32000	1	1
54	Department of Agriculture	Weights & Measures	Voluntary Registration of Weights and Measures Service Agencies	76	1	
55	Department of Agriculture	Weights & Measures	Tractor Sale Permits		1	
56	Department of Agriculture	Weights & Measures	Voluntary Registration of Weights and Measures Service Individuals	174	1	1
57	Geology Board		Professional Geologist License	241 (both)	1	1
58	Geology Board		Geologist in Training	241 (both)	1	1
59	HHS	Alcohol/Drug Testing	Class A Permit		1	
60	HHS	Alcohol/Drug Testing	Class B Permit		1	
61	HHS	Alcohol/Drug Testing	Class C Permit		1	
62	HHS	Alcohol/Drug Testing	Class D Permit		1	
63	HHS	Asbestos	Inspector		1	
64	HHS	Asbestos	Management Planner		1	
65	HHS	Asbestos	Project Designer		1	
66	HHS	Asbestos	Supervisor		1	
67	HHS	Asbestos	Worker		1	
68	HHS	Asbestos	Limited Management Planner		1	
69	HHS	Asbestos	Limited Project Designer		1	
70	HHS	Asbestos	Project Monitor		1	
71	HHS	Athletic Training	Athletic Trainer		1	1
72	HHS	Audiology	Audiologist		1	1
73	HHS	Audiology	Speech Language Pathologist		1	1
74	HHS	Audiology	Registration as a Communication Assistant		1	
75	HHS	Chiropractic	License to Practice Chiropractic		1	1
76	HHS	Cosmetology	License to Operate an Apprentice Training Salon		1	
77	HHS	Cosmetology	School of Cosmetology License		1	
78	HHS	Cosmetology	School of Nail Technology License		1	
79	HHS	Cosmetology	License to Operate a Cosmetology Salon		1	
80	HHS	Cosmetology	License to Operate a Skin Care Salon		1	
81	HHS	Cosmetology	License to Operate a Nail Technology Salon		1	
82	HHS	Cosmetology	Registration as a Cosmetician		1	

83	HHS	Cosmetology	Registration as a Guest Artist for a Continuing Education Program	1	
84	HHS	Cosmetology	Certification of Licensure for Cosmetology	1	
85	HHS	Cosmetology	Registration as a Cosmetology Student Instructor	1	
86	HHS	Cosmetology	Registration as a Cosmetology Temporary Practitioner	1	
87	HHS	Cosmetology	Registration as an Esthetician Temporary Practitioner	1	
88	HHS	Cosmetology	Registration as a Nail Technology Temporary Practitioner	1	
89	HHS	Cosmetology	Cosmetology License by Examination	1	
90	HHS	Cosmetology	Cosmetology Instructor License by Examination	1	
91	HHS	Cosmetology	Nail Technology License by Examination	1	
92	HHS	Cosmetology	Cosmetology License by Examination	1	
93	HHS	Cosmetology	Esthetician License by Examination	1	
94	HHS	Cosmetology	Nail Technology Instructor License by Examination	1	
95	HHS	Cosmetology	Cosmetology Instructor License by Reciprocity		1
96	HHS	Cosmetology	Nail Technology Instructor License by Reciprocity		1
97	HHS	Cosmetology	Cosmetology License based on Receiving Training in a Foreign Country		1
98	HHS	Cosmetology	Esthetician License based on Receiving Training in a Foreign Country		1
99	HHS	Cosmetology	Cosmetology Instructor License based on Receiving Training in a Foreign		1

Country

100	HHS	Cosmetology	Electrology Licensure by Waiver of Exam	1	
101	HHS	Dentistry	License to Practice Dental Hygiene	1	
102	HHS	Dentistry	Temporary License to Practice Dentistry	1	1
103	HHS	Dentistry	A Licensed Dental Hygienist for Approval to Administer Local Anesthesia	1	
104	HHS	Dentistry	License to Practice Dentistry	1	
105	HHS	Dentistry	General Anesthesia Permit	1	
106	HHS	Dentistry	Inhalation Analgesia Permit	1	
107	HHS	Dentistry	Perenteral Sedation Permit	1	
108	HHS	Emergency Medical Care	First Responder	1	
109	HHS	Emergency Medical Care	Emergency Medical Technician	1	
110	HHS	Emergency Medical Care	Emergency Medical Technician- Intermediate	1	
111	HHS	Emergency Medical Care	Emergency Medical Technician-Paramedic	1	
112	HHS	Emergency Medical Care	Emergency Medical Service License	1	
113	HHS	Environmental Health Specialist	Environmental Health Specialist	1	1
114	HHS	Funeral Directing	Funeral Director	1	
115	HHS	Funeral Directing	Embalmer	1	
116	HHS	Funeral Directing	Funeral Directing Apprentice	1	
117	HHS	Funeral Directing	Embalming Apprentice	1	
118	HHS	Funeral Directing	License to Operate a Branch Establishment	1	
119	HHS	Funeral Directing	License to Operate a Funeral Establishment	1	
120	HHS	Hearing Aid Instrument Dispenser & Fitter	Hearing Aid Instrument Dispenser and Fitter	1	1
121	HHS	Massage Therapy	Massage Therapist License	1	1
122	HHS	Massage Therapy	Temporary Massage Therapist License	1	

123	HHS	Massage Therapy	Massage Therapy Establishment License	1
124	HHS	Massage Therapy	Massage Therapy School	1
125	HHS	Medicine	License in Medicine and Surgery	1
126	HHS	Medicine	License in Osteopathic Medicine and Surgery	1
127	HHS	Medicine	License to Practice as a Physician Assistant	1
128	HHS	Medicine	Supervising Physician Assistants	1
129	HHS	Medicine	Backup Supervising Physician Assistants	1
130	HHS	Medicine	Temporary Practice Rights Medicine and Surgery by a Physician in another state	1
131	HHS	Medicine	Temporary Visiting Faculty Permit	1
132	HHS	Medicine	Temporary Educational Permit	1
133	HHS	Mental Health Practice	Mental Health Practitioner	1
134	HHS	Mental Health Practice	Marriage and Family Therapy	1
135	HHS	Mental Health Practice	Professional Counseling	1
136	HHS	Mental Health Practice	Master Social Work	1
137	HHS	Mental Health Practice	Provisional Licensure/Certification for Mental Health	1
138	HHS	Mental Health Practice	Provisional Licensure/Certification for Master Social Work	1
139	HHS	Mental Health Practice	Mental Health and earning experience for an Associates Certificate in Marriage and Family Therapy	1
140	HHS	Mental Health Practice	Mental Health and earning experience for an Associates Certificate in Professional Counseling	1

141	HHS	Mental Health Practice	Mental Health and Learning experience for an Associates Certificate in Social Work	1	
142	HHS	Mental Health Practice	Certification as a Social Worker	1	1
143	HHS	Nursing Home Administration	Nursing Home Administrator	1	
144	HHS	Nursing Home Administration	Nursing Home Administrator Provisional License	1	
145	HHS	Nursing Home Administration	To Begin a Training Program	1	
146	HHS	Nursing Home Administration	Nursing Home Administrator Preceptor License	1	
147	HHS	Nursing Support	Medication Aide	1	
148	HHS	Nursing Support	Medication Aide - Assisted Living	1	
149	HHS	Nursing Support	Medication Aide - ICR - MR/Nursing Home	1	
150	HHS	Nursing Support	Nurse Aide	1	
151	HHS	Nursing Support	Interstate Endorsement	1	
152	HHS	Nursing	Licensed Practical Nurse - LPN	1	
153	HHS	Nursing	Registered Nurse - RN	1	
154	HHS	Nursing	License for Advanced Practice Registered Nurse	1	
155	HHS	Nursing	Certification for Certified Nurse Midwife	1	
156	HHS	Nursing	Certification for Certified Registered Nurse Anesthetist	1	
157	HHS	Occupational Therapy	Occupational Therapy	1	1
158	HHS	Occupational Therapy	Temporary Permit for Occupational Therapy	1	1
159	HHS	Optometry	License to Practice Optometry	1	1
160	HHS	Optometry	Certification to use Pharmaceutical Agents for Diagnostic Purposes	1	
161	HHS	Optometry	Certification to use Pharmaceutical Agents for Therapeutic Purposes	1	
162	HHS	Pharmacy	License to Practice Pharmacy	1	

163	HHS	Pharmacy	Registration as a Pharmacy Preceptor		1		
164	HHS	Pharmacy	Registration as a Pharmacy Intern		1		
165	HHS	Pharmacy	Permit to Operate a Pharmacy		1		
166	HHS	Pharmacy	Mail Service Permit		1		
167	HHS	Pharmacy	Drug Dispensing Permit Located in a Public Health Clinic		1		
168	HHS	Pharmacy	Wholesale Drug Distributor		1		
169	HHS	Physical Therapy	Physical Therapy License		1		1
170	HHS	Physical Therapy	Physical Therapy Assistant Certificate		1		
171	HHS	Physical Therapy	Temporary Physical Therapy License		1		
172	HHS	Physical Therapy	Temporary Physical Therapy Assistant Certificate		1		
173	HHS	Podiatry	Podiatry		1		1
174	HHS	Psychology	Psychology License		1		1
175	HHS	Psychology	Provisional Psychology License		1		
176	HHS	Psychology	Supervisory Relationship Registration		1		
177	HHS	Radiography	Medical Radiographer		1		
178	HHS	Radiography	Limited Radiographer		1		
179	HHS	Radiography	Temporary Radiographer		1		
180	HHS	Radon	Radon Specialist		1		
181	HHS	Radon	Radon Technical License		1		
182	HHS	Respiratory Care	Resp Care		1		1
183	HHS	Veterinary Medicine	Veterinary Medicine and Surgery		1		1
184	HHSS	Counselor	Certified Alcohol/Drug Abuse Counselor (CADAC)	329	1	1	
185	HHSS	Counselor	Certified Provisional Alcohol/Drug Abuse Counselor	85	1	1	
186	HHSS	Counselor	Compulsive Gambling Counselor Certification	9	1	1	
187	HHSS	Programs	Mental Health Programs	100	1	1	
188	HHSS	Programs	Substance Abuse Programs	1	1	1	

189	Real Estate Appraiser Board		Certified General Real Estate Appraiser	249, reciprocal 95	1	1	1
190	Real Estate Appraiser Board		Certified Residential Real Estate Appraiser	78, reciprocal 25	1	1	1
191	Real Estate Appraiser Board		Licensed Real Estate Appraiser	104, reciprocal 8	1	1	1
192	Real Estate Appraiser Board		Registered Real Estate Appraiser	341, reciprocal 3	1	1	1
193	Real Estate Commission		Real Estate Salesperson License	7000 (both)	1	1	
194	Real Estate Commission		Real Estate Brokers License	7000 (both)	1	1	
195	Real Estate Commission		Real Estate Associate Broker			1	
196	Secretary of State	Private Detectives	Private Detective	122	1	1	
197	Secretary of State	Private Detectives	Private Detective Agencies	98	1	1	
198	Secretary of State	Private Detectives	Plain Clothes Investigator	235	1	1	
199	Secretary of State	Truth & Deception, Polygraph	Polygraph Examiner License	66(both)	1	1	
200	Secretary of State	Truth & Deception, Polygraph	Voice Stress Examiner License	66(both)	1	1	
201	Secretary of State	Collection Agency	Collection Agency License	200	1	1	
202	Secretary of State	Collection Agency	Solicitors License	22000	1	1	
203	Secretary of State	Collection Agency	Branch License	219	1	1	
204	Secretary of State	Debt Management	Debt Management	5	1	1	
205	State Surveyor		Practice Land Surveying	243	1	1	
206	State Surveyor		Surveyor in Training	56	1	1	
207	Transportation Services Bureau		Driver Identification Card	2000	1		
208	Workforce Development		Nebraska Boiler Inspector License	118 (both)	1	1	
209	Workforce Development		Nebraska Boiler and Pressure Vessel Inspector license	118 (both)	1	1	
Totals:					203	77	29

XII. Attachment 5 -- Sample Licensing Documentation
Practice Land Surveying
Surveyor-in-Training

Meeting with Kathy Martin, held on October 17, 2000
Board of Examiners for Land Surveyors

Number of Licenses:

- 243 licenses for Practicing Land Surveyors (LS)
- 14 licenses for LS are inactive
- 56 licenses for Surveyor-in-Training (SIT)

I. Application process:

- A. Surveyor-in-Training(SIT)
 - 1. Need 4 years Experience
 - a. Part or all can be education (4 year degree)
 - 2. Fill out Application for SIT
 - 3. Application Fee \$75 (includes exam)
 - 4. Receipt of Application Fee sent.
 - 5. References checked.
 - 6. Reviewed by Board
 - a. Approve – take the exam
 - b. Deny – Not close to meeting requirements, lying on application. Lose application fee
 - c. Table – Close to meeting requirements. Try again next year. Does not lose application fee.
 - d. Defer – Close to meeting requirements. Given a certain amount of time to meet the requirement, try again next year. Does not lose application fee.
 - 7. Exam
 - a. National Exam
 - b. Given once a year on a Saturday
 - c. Graded by the National Council
 - 8. Exam passed
 - a. Results go to next Board Meeting.
 - b. Board approves SIT
 - 9. Certificate sent out
- B. Practice Land Surveying (LS)
 - 1. Need 6 years Experience
 - a. 3 years in responsible charge
 - 2. Have SIT Certificate - If from another state, call the state. If their SIT is comparable to NE, give them a 8 hour written test. If they have a LS in another state, give them a reciprocity exam (a 4 hour written test and a short oral exam) instead of the long National exam
 - 3. Fill out Application for LS

4. Application Fee \$100 (includes exam)
5. Receipt of Application Fee sent.
6. References checked.
7. Reviewed by Board
 - a. Approve – take the exam
 - b. Deny – Not close to meeting requirements, lying on application. Lose application fee
 - c. Table – Close to meeting requirements. Try again next year. Does not lose application fee.
 - d. Defer – Close to meeting requirements. Given a certain amount of time to meet the requirement, try again next year. Does not lose application fee.
8. Exam
 - a. National Exam
 - b. Given once a year on a Friday
 - c. Graded by the National Council
9. Exam passed
 - a. Results go to next Board Meeting.
 - b. Board approves LS
10. Certificate and Seal sent out.

II. Renewal Process:

- A. Renewal Forms sent out to all with license. Also available to print out from website.
- B. Application for Renewal and fee due Jan 2, Odd years.
- C. Expires April 1, Odd years.
- D. Different types of Renewals:
 1. LS
 - a. Application for Renewal
 - b. 30 Professional Development Hours (PDH)
 - c. PDH form
 - d. \$100
 2. SIT
 - a. Application for Renewal
 - b. \$20
 3. Inactive LS
 - a. Application for Renewal
 - b. \$50
 4. Activating an Inactive LS
 - a. Application for Renewal
 - b. 45 Professional Development Hours (PDH)
 - c. PDH form
 - d. \$100
 5. If license has expired
 - a. Must apply and take the exam the next time is it offered.
- E. Audit of Renewals
 1. 10% of the renewals are audited.

2. PDH hours checked
 - a. Letter sent asking applicant to prove their PDH hours
 - b. Phone calls made to verify applicants attendance at the PDH hours
 3. Applications are reviewed by the board
 - a. Approve
 - b. Deny
- F. Renewals approved
1. New card sent
 2. Receipt sent.

III. Change Jobs:

Not applicable

IV. Disciplinary Action:

- A. Revoked
 1. To reinstate: apply and take the exam the next time it is offered.
- B. Suspended
- C. Probation

V. Other:

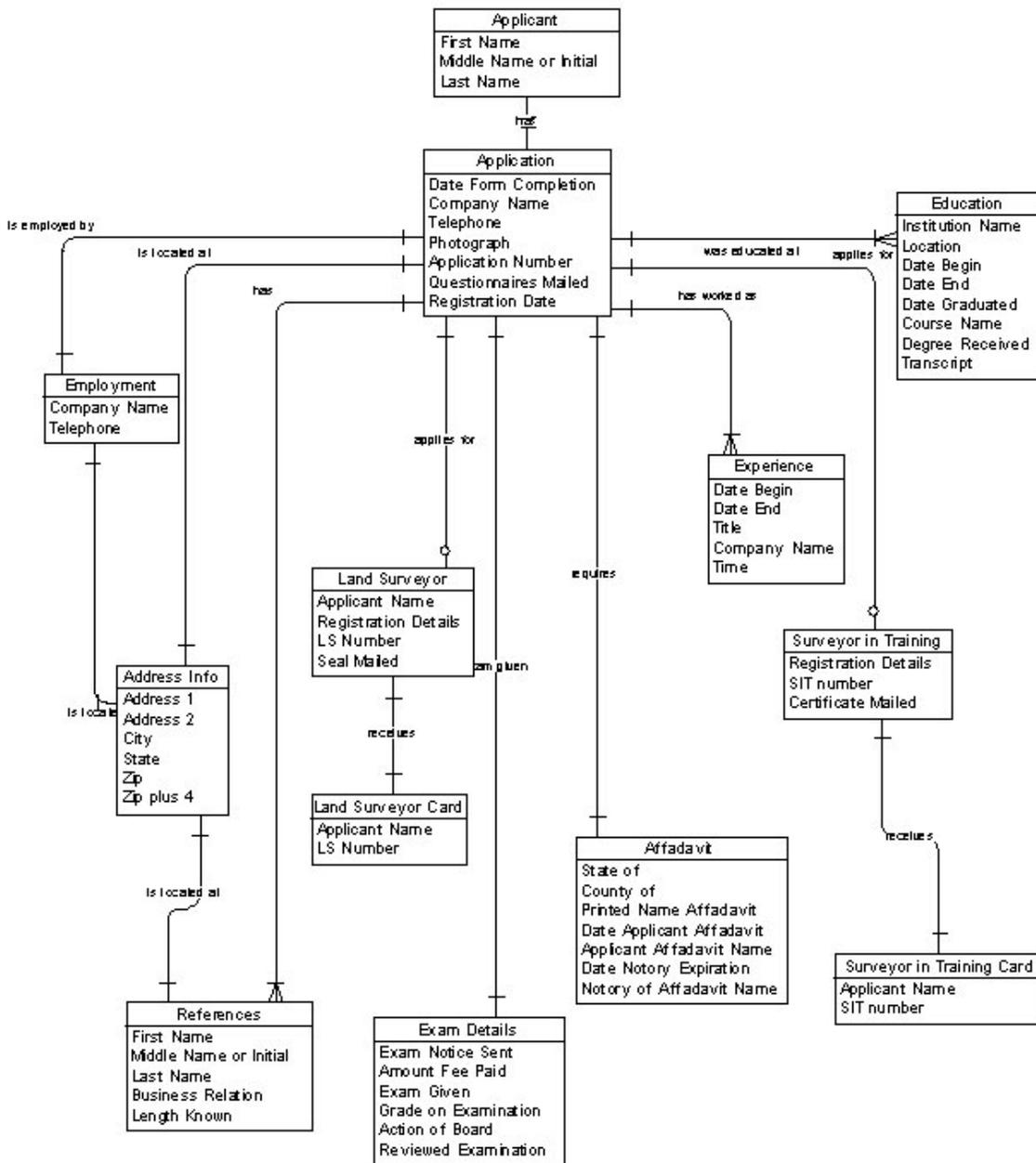
- A. State Surveyor website: www.sso.state.ne.us
- B. Board consists of: 4 LS, one layperson appointed by the governor to get public opinion, secretary (state surveyor).
- C. Board meets four times per year.
- D. An applicant can apply for a hardship (death in the family, illness) if PDH hours are not met.
- E. If an applicant for SIT or LS gets license after July 1 of an even numbered year, they are in a "window" and will not have to apply for a renewal license by January 2, odd numbered year, they can wait until the next odd numbered year. (In other words, their license is good for up to 2 ½ years, not just ½ year. It gives them time to get the PDH requirements met.)
- F. The fees cover the expense of processing the application. Copies are made for each board member for them to review before the meeting.
- G. There are late fees of 10% per month for one year (January through December). After that, they are cancelled, and must apply and retest.
- H. 15 PDH hours can be carried over each renewal period.

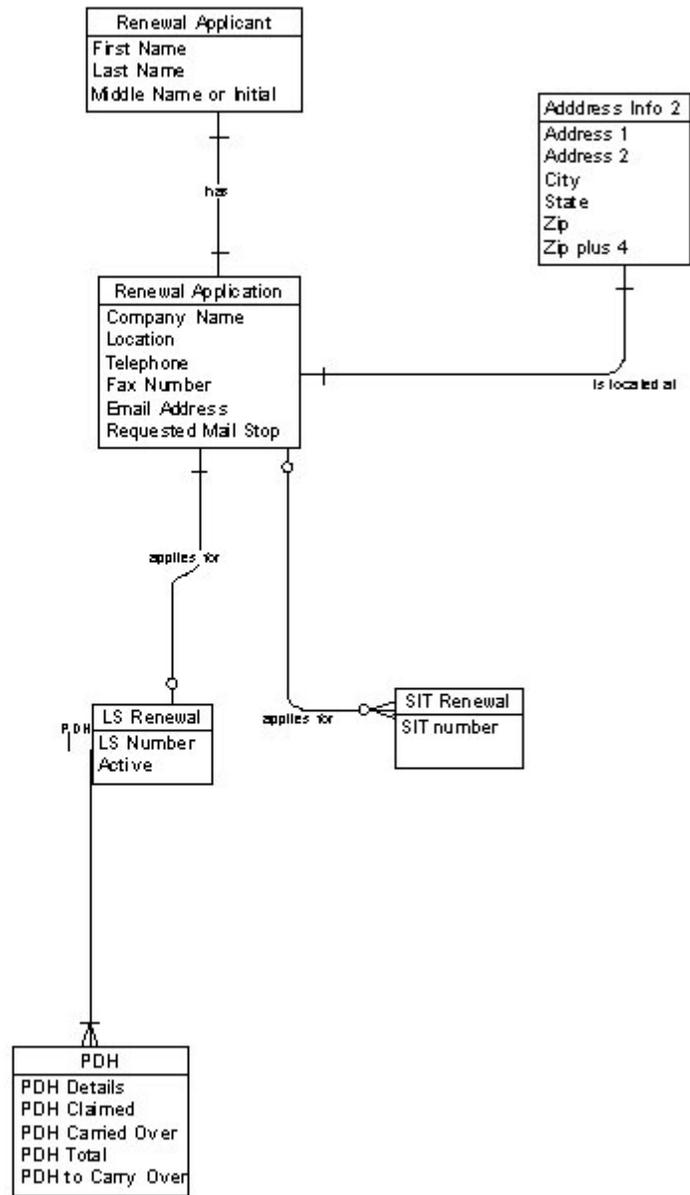
VI. Issues

- A. Currently, printed cards are used. According to the auditors, these must be in a number sequence that can be tracked. These cards are embossed (not required).

VII. Thoughts on Applications/Renewals through the Internet

- A. Currently, printed cards are used. According to the auditors, these must be in a number sequence that can be tracked. These cards are embossed (not required). How would this process fit in using the Internet?
- B. How would they know who sent the form in? There would need to be security (id & password) to log in to get to the form that needed to be filled out. State Surveyor would not want to be responsible for this security.





State Surveyor

Date: 02/02/01

Data Items

Data Item List

Name	Code	Type
Action of Board	Action_of_Board	TXT
Active	Active	BL
Address 1	Address_1	TXT
Address 2	Address_2	TXT
Amount Fee Paid	Amount_Fee_Paid	TXT
Applicant Affidavit Name	Applicant_Affadavit_Name	TXT
Applicant Name	Applicant_Name	TXT
Application Number	Application_Number	N
Business Relation	Business_Relation	TXT
Certificate Mailed	Certificate_Mailed	BL
City	City	TXT
Company Name	Company_Name	TXT
County of	County_of	TXT
Course Name	Course_Name	TXT
Date Applicant Affidavit	Date_Applicant_Affadavit	D
Date Begin	Date_Begin	D
Date End	Date_End	D
Date Form Completion	Date_Form_Completion	D
Date Graduated	Date_Graduated	D
Date Notary Expiration	Date_Notary_Expiration	D
Degree Received	Degree_Received	TXT
Email Address	Email_Address	TXT
Exam Given	Exam_Given	BL
Exam Notice Sent	Exam_Notice_Sent	BL
Fax Number	Fax_Number	TXT
First Name	First_Name	TXT
Grade on Examination	Grade_on_Examination	TXT
Institution Name	Institution_Name	TXT
Last Name	Last_Name	TXT
Length Known	Length_Known	TXT
Location	Location	TXT
LS Number	LS_Number	N
Middle Name or Initial	Middle_Name_or_Initial	TXT
Notary of Affidavit Name	Notary_of_Affadavit_Name	TXT
PDH Carried Over	PDH_Carried_Over	N
PDH Claimed	PDH_Claimed	N
PDH Details	PDH_Details	TXT
PDH to Carry Over	PDH_to_Carry_Over	N
PDH Total	PDH_Total	N
Photograph	Photograph	PIC
Printed Name Affidavit	Printed_Name_Affadavit	TXT

Name	Code	Type
Questionnaires Mailed	Questionnaires_Mailed	BL
Registration Date	Registration_Date	D
Registration Details	Registration_Details	TXT
Requested Mail Stop	Requested_Mail_Stop	TXT
Reviewed Examination	Reviewed_Examination	BL
Seal Mailed	Seal_Mailed	BL
SIT number	SIT_number	N
State	State	TXT
State of	State_of	TXT
Telephone	Telephone_	TXT
Time	Time	T
Title	Title	TXT
Transcript	Transcript	BL
Zip	Zip	N
Zip plus 4	Zip_plus_4	N

Action of Board

Active

Address 1

Address 2

Amount Fee Paid

Applicant Affidavit Name

Description

Signature

Applicant Name

Description

Signature

Application Number

Business Relation

Certificate Mailed

City

Company Name

County of

Course Name

Date Applicant Affidavit

Date Begin

Date End

Date Form Completion

Date Graduated

Date Notary Expiration

Degree Received

Email Address

Exam Given

Exam Notice Sent

Fax Number

First Name

Grade on Examination

Institution Name

Last Name

Length Known

Location

LS Number

Description

LS = Land Surveyor

Middle Name or Initial**Notary of Affidavit Name**

Description

Signature

PDH Carried Over

Description

PDH = Professional Development Hours

PDH Claimed

Description

PDH = Professional Development Hours

PDH Details

Description

PDH = Professional Development Hours

PDH to Carry Over

Description

PDH = Professional Development Hours

PDH Total

Description

PDH = Professional Development Hours

Photograph**Printed Name Affidavit****Questionnaires Mailed****Registration Date**

Registration Details

Requested Mail Stop

Reviewed Examination

Seal Mailed

SIT number

Description

SIT = Surveyor in Training

State

State of

Telephone

Time

Title

Transcript

Zip

Zip plus 4

XIII. Attachment 6 -- Elements Documented from Applications

BL = Boolean

N = Numeric

TXT = Text

24 Month Lapse	BL	2
3 Years Experience	BL	1
4 years Experience	BL	1
60 Hours College Credit	BL	1
640 Hours	BL	1
AAPG CPG	BL	1
Accepted	BL	2
Accredited	BL	2
ACH Credit	BL	1
ACH Debit	BL	1
Action of Board	TXT	1
Activate facility	BL	1
Activate firm	BL	1
Active	BL	1
Activity	TXT	3
Activity Observed	TXT	1
Add new facility type	BL	1
Add new firm	BL	1
Addicted to Drugs	BL	6
Addition	BL	1
Address	TXT	211
Address 2	TXT	211
Address 3	TXT	3
Address of Property to be	TXT	1
Appraised		
Address Type	TXT	15
Administrator Name	TXT	3
Affiant Name	TXT	1
Age	N	8
Agency Director Name	TXT	1
Alias	TXT	4
Alternate Supervisor	TXT	2
Ambulance	TXT	1
Amount Due	TXT	4
Amount Paid	TXT	3
Analysis Results	TXT	3
Annual Fee	BL	1
Another License	BL	5
APA Approved	BL	2
App for Testing Registration	BL	2
Appear Before Licensing Agency	BL	4

Applicant Name	TXT	88
Application Category	TXT	1
Application for Supervision	BL	1
Application for Supervision Details	TXT	1
Application Number	N	1
Application Type	TXT	31
Appraisal Experience	TXT	1
Appraisal Specialty Type	TXT	1
Appraiser Name	TXT	1
Apprenticeship Type	TXT	1
Apprenticeship Verification	BL	1
Approval Number	N	1
Approved By	TXT	3
Architect in Responsible Charge	TXT	3
Area Description	TXT	1
Area of Study	TXT	1
Armed Forces	BL	1
ASBOG Fundamental Exam	BL	1
ASBOG Principle Exam	BL	1
ASBOG Score	TXT	1
ASHA Certificate	BL	1
Attachment A3	BL	1
Authorized Inspection Agency Name	TXT	1
Bachlors Degree	BL	1
Backup Supervisor	TXT	1
Backup Supervisor License Number	TXT	1
Bankruptcies	BL	2
Bar Code	N	1
Batch Number	TXT	1
Board Action	TXT	3
Board Approval	BL	1
Board Chairperson Name	TXT	1
Board Member Name	TXT	2
Bond	BL	3
Branches	TXT	1
Breath Results	TXT	1
Breath Sample Number	N	1
Business	TXT	1
Business Name	TXT	89
Business Relation	TXT	3
Business Trade Name	TXT	1
Business Type	TXT	15
Business Type Information	TXT	1
Calibration Value	TXT	1

Capable of Working with Repirator	BL	1
Case Reports	BL	1
Cash or Money Order	BL	1
Category	TXT	6
Cause of Revoked Certificate	TXT	1
CE Hours Remaining	N	1
Certificate	BL	2
Certificate from Defensive Driving	BL	1
Couse		
Certificate in Clinical Competency	BL	1
Certificate Issued	BL	3
Certificate Mailed	BL	1
Certificate of Competency Number	N	1
Certificate Type	TXT	1
Certification Desired	TXT	1
Certification Level	TXT	1
Certification Requested	BL	14
Certification Type	TXT	3
Certifying Entity	TXT	3
CFY	BL	1
CFY Type	TXT	1
Change	BL	2
Change Job Requirements	BL	1
Change of Address	BL	3
Charges or Complaints	BL	6
Check Number	N	1
Chemical Reaction	BL	2
Chief Executive Officer	TXT	2
Chief Executive Officer Name	TXT	2
City	TXT	211
Civil Proceeding	BL	1
Civil Rights Restored	BL	2
Class Hours	N	1
Classification	TXT	1
Classification Type	TXT	1
Classroom Hours Formal Training	N	1
Comments	TXT	1
Commission	TXT	1
Commissioner of Labor Name	TXT	1
Committed Fraud	BL	1
Completed	BL	2
Completed Education	TXT	1
Completion Affidavit	BL	1
Comply with Manual	BL	1
Comprehend Act	BL	1
Contact Person	TXT	4

Continuing Education	BL	1
Continuing Education Documents	TXT	1
Continuing Education Proof	BL	5
Continuing Education Year	TXT	1
Controlled Substance	TXT	4
Controlled Substance Registration	N	1
Conviction documents	BL	21
Copy/Proof	BL	80
Core Area	TXT	3
Corporate Name	TXT	9
Country	TXT	61
County	TXT	48
County Code	N	1
County FIPS	TXT	1
Course Details	TXT	1
Course Name	TXT	11
Course Number	N	8
Course Sponsor	TXT	1
Course Title	TXT	6
CPR Certificate	BL	1
Credentials	TXT	1
Credits Earned	TXT	4
Crime Committed	TXT	20
Criminal Charges	BL	2
Criminal Conviction	BL	52
Criminal Suit	BL	1
CRTT Exam	BL	1
Current License Requirements	TXT	4
Current License State	TXT	1
Current Requirements	TXT	1
Current States Registered	TXT	1
Current Supervision	BL	1
Currently Practicing	BL	1
Data Search	TXT	2
Date Accepted	D	2
Date Active	D	1
Date Approval	D	1
Date Authorized Inspection Agency	D	1
Date Begin	D	107
Date Bond	D	2
Date Calibration	D	1
Date Commissioner of Labor	TXT	1
Date Conviction	D	20
Date CRTT Exam	D	1
Date Deactivated	D	1
Date Disciplinary Action	D	18

Date Due	D	1
Date EIT	D	1
Date End	D	102
Date Exam	D	15
Date Expiration	D	180
Date Fee Paid	D	3
Date First Aid	D	1
Date First Registered Registered Architect	D	1
Date First Registered Registered Engineer	D	1
Date Form Completed	D	96
Date Graduated	D	38
Date Granted	D	3
Date Inspected	D	5
Date Issue	D	92
Date Last Temp	D	1
Date Mailed	D	1
Date NB Member who monitored exam notified	D	1
Date of Birth	D	61
Date Org	D	1
Date Passed	D	2
Date Previous License	D	2
Date Received	D	11
Date Registration	D	2
Date Renewal	D	2
Date Reviewed	D	1
Date Signature	D	16
Date TA Manl Sent	D	1
Date Water	D	1
Day of Week	TXT	3
Days per week	TXT	2
Days per week	TXT	3
DEA Action	BL	1
DEA Hearing	BL	1
Deactivate facility	BL	1
Deactivate firm	BL	1
Degree	TXT	6
Degree Level	TXT	1
Degree Received	TXT	21
Delete facility type	BL	1
Delete firm	BL	1
Deletion	BL	1
Denied a License	BL	2
Denied DEA Registration	BL	4

Department Head Name	TXT	1
Department or Division	TXT	1
Description	TXT	11
Designated Supervisor	TXT	2
Details	TXT	36
Details of purchase	TXT	1
Diploma	BL	1
Direct Hours	N	1
Director	TXT	1
Director Name	TXT	11
Disability	BL	7
Disability Documentation	TXT	4
Disciplinary Action	BL	51
Disciplinary Details	TXT	23
Discipline pending	BL	3
Disciplined	BL	1
Disciplined License	BL	7
Dismissed from Training	BL	1
Display License	BL	1
Division Approval Number	N	2
Do Not Renew	BL	2
Doc Number	N	1
Doctor Name	TXT	1
Drug Addiction	BL	1
E & O	TXT	2
Education	TXT	2
Education Proof	BL	1
Education Type	TXT	2
EIT Certificate	BL	1
EIT State	TXT	1
Email Address	TXT	11
Emeritus Status	BL	1
Employ Interns	BL	1
Employed as a counselor	BL	2
Employer	TXT	6
Employer Signature	TXT	1
Employment Description	TXT	2
Employment Name	TXT	4
EMT Service	TXT	2
Endorsement Type	TXT	1
Engineer in Responsible Charge	TXT	3
Engineering Discipline	TXT	1
Errors & Omissions Insurance	TXT	3
Establishment Name	TXT	43
Establishment Type	TXT	2
Estimated Time of Completion of	TXT	1

Assignment

Exam	BL	3
Exam Category	TXT	1
Exam Details	TXT	6
Exam Fee Paid	BL	2
Exam Given	BL	1
Exam Grade	TXT	6
Exam Grades Copy	BL	1
Exam Jurisdiction	TXT	1
Exam Location	TXT	2
Exam Name	TXT	23
Exam Notice Sent	BL	1
Exam Office	TXT	1
Exam Passed	BL	16
Exam Proof	BL	1
Exam Questions Passed	N	2
Exam Results	TXT	1
Exam Score	TXT	8
Exam Score Practical	TXT	2
Exam Score Sent	BL	1
Exam Score Written	TXT	2
Exam Topics	TXT	2
Exam Type	TXT	2
Examination Denial	BL	1
Examining Physician Name	TXT	1
Executive Director Name	TXT	2
Experience	TXT	4
Experience Type	TXT	2
Explanation	TXT	5
Explanation of Denial	TXT	2
Facility License Held	BL	1
Falsified Report	BL	1
Fax Number	TXT	20
Federal Registry Receipt Number	N	2
Fee	TXT	2
Fee Amount	TXT	3
Fee Paid	BL	125
Felony Conviction	BL	1
Finger Print Cards	BL	2
Firm Name	TXT	4
First Name	TXT	230
Formal Written Censure	BL	1
FT Employee	BL	1
Full Time	BL	3
Function	TXT	1
Gender	TXT	5

GIT	BL	1
GIT Certificate	BL	1
Good Standing	BL	12
Hauler	TXT	1
Head of EMT Service Name	TXT	2
High School Attended	TXT	2
High School Location	TXT	2
Highest Education Completed	TXT	5
Hospital Affiliation Status	TXT	1
Hours	TXT	5
Hours Earned	N	6
Hours of Examination	N	1
Hours of Training	TXT	1
Hours on Nail Drill	N	1
Hours per week	N	5
Hours Verified	BL	1
Hours Worked	TXT	1
Hours Worked per Week	TXT	2
How Long	TXT	1
Immediate Supervisor	TXT	1
Immediate Supervisor Phone	N	1
Immediate Supervisor Title	TXT	1
Initial Course Sponsor	TXT	2
Initial Registration Current	BL	1
Initial Registration not current	TXT	1
Initial State	TXT	2
Initial Training	BL	2
Inspected by	TXT	1
Inspection Fee	TXT	2
Inspection Interval	TXT	1
Inspection Passed	BL	3
Institution Name	TXT	76
Instruction From	TXT	2
Instructor Name	TXT	3
Instrument Maintenance Plan	BL	1
Intern Facility Name	TXT	2
Investigation Complete	BL	1
Investigation Fee Paid	BL	2
Involvement Type	TXT	13
Issuing Agency	TXT	28
Job Description	TXT	1
Jurisdiction	TXT	1
Jurisdiction Issuing License	TXT	1
Jurisdiction Name	TXT	1
Kind	TXT	1
Lab Instrument Manufacturer	TXT	3

Lab Instrument Name	TXT	3
Lab Name	TXT	1
Lab Technique	BL	3
Last Name	TXT	230
Late Fee	BL	9
Late Fee Receipt Number	N	1
Lawsuit Defendant	BL	1
Lawsuit Involvement	BL	2
Lawsuit Lost	BL	2
Lawsuit Pending	BL	1
Lawsuits	BL	5
Legal Organization Name	TXT	1
Legitimate and Ethical	BL	2
Length Known	TXT	3
Length of Business	N	1
Length of Title	N	1
Letter of Good Standing	TXT	3
Licence Type	TXT	6
License Application Category	TXT	1
License Denied	BL	22
License Details	BL	2
License Diciplined	BL	1
License Documentation	TXT	2
License ID Number	TXT	243
License Limited	BL	2
License Mailed	TXT	2
License Probation	BL	4
License Refused Renewal	BL	14
License Requirements	TXT	4
License Requirements	BL	1
Documentation		
License Restricted	BL	2
License Revoked	BL	16
License State	TXT	30
License Status	TXT	4
License Surrendered	BL	7
License Suspended	BL	11
License Type	TXT	52
Licensed in NE	BL	2
Licensee in Responsible Charge	TXT	2
Type		
Licensing Requirements	TXT	1
Location	TXT	110
Location Description	TXT	5
Maiden Name	TXT	55
Mailing Switch	BL	3

Major	TXT	13
Malpractice Claim	BL	4
Manager Name	TXT	12
Manipulated Evidence	BL	1
Marital Status	TXT	2
Mean Value	TXT	2
Medical Group Name	TXT	1
Mental or Emotional Disorder	BL	4
Mentoring	BL	1
Met Requirements	BL	1
Method	TXT	4
Middle Name or Initial	TXT	230
Military Service	BL	2
Milk Plant Name	TXT	1
Minor	TXT	3
Modified EMS Model Protocols	TXT	1
Month Name	TXT	1
Moral Character Affidavit	BL	11
Name of Licensee	TXT	2
NATA Exam Taken	BL	1
National Accreditation	TXT	1
Organization		
National Board Exam	BL	2
NATLE Exam Taken	BL	1
Nature of Business	TXT	5
NB Staff Person Name	TXT	1
Nebraska Assignment Type	TXT	1
Nebraska License Number	TXT	1
Nebraska Resident for 6 months	BL	1
Non Certified	BL	1
Non Direct Hours	N	1
Notary Applicant Affidavit Name	TXT	103
Notary County of	TXT	103
Notary Date Affidavit	D	103
Notary of Affidavit Name	TXT	103
Notary Printed Name Affidavit	TXT	103
Notary Seal	PIC	1
Notary State of	TXT	103
NREMT Certificate	BL	1
Number of Facilities	TXT	1
Number of Interns	N	1
Observation Type	TXT	1
Occupation	TXT	1
Official Name	TXT	24
Official Title	TXT	8
One Hour Per Week	BL	1

Oral Exam	BL	2
Organization Name	TXT	7
Organization Type	TXT	4
Original Issue Number	N	1
Original Issue Type	TXT	1
Original Issuing State	TXT	1
Other	BL	1
Other License	TXT	5
Other registered	TXT	1
Over 19 years old	BL	1
Owner ID	TXT	1
PA	TXT	1
Part Time	BL	2
Part Time Hours	N	1
Pass	BL	1
Payment Type	TXT	2
PDH Carried Over	N	1
PDH Claimed	N	1
PDH Details	TXT	1
PDH to Carry Over	N	1
PDH Total	N	1
Percent of Time	TXT	1
Percent Score	TXT	1
Perjured Testimony	BL	1
Permit Fee Paid	BL	2
Permit State	TXT	1
Permit Switch	BL	1
PG#	TXT	1
Pharmacy Owner	BL	1
Photocopy	BL	1
Photograph	BL	26
Physican Medical Director Name	TXT	1
Physician	TXT	2
Physician Assistant Name	TXT	1
Physician Name	TXT	2
Plant Code	TXT	1
Position Held	TXT	8
Position Title	TXT	1
Pounds of Agricultural Seed	N	1
Pounds of Non Agricultural Seed	N	1
Practical Exam	BL	1
Practical Training Supervisor	TXT	1
Practice after Issuance	BL	1
Practice for 6 Months	BL	1
Practice Type	TXT	3
Practicum Type	TXT	1

Precinct	TXT	1
Prepared for Emergency	BL	2
Previous Administrator	TXT	2
Previous Detective Work	BL	1
Previous Exam	BL	1
Previous License	BL	1
Previous National Board	N	1
Commission Number		
Previous NE License	BL	3
Previous Police Work	BL	1
Previous Real Estate Experience	BL	2
Principal Business	TXT	2
Principle Executive Officer	TXT	1
Profession	TXT	3
Profession Code	TXT	3
Program Department Division	TXT	9
Program Description	TXT	1
Program Title	TXT	3
Project	TXT	1
Project Duration	TXT	1
Protocol Regulations met	BL	1
Provider	TXT	2
Province	TXT	1
Psychologist Assistant	BL	1
Psychologist Associate	BL	1
Psychotic Disorder	BL	2
Purchasing an established business	BL	1
Qualification	TXT	3
Quality Care Assurance	BL	1
Questionnaire Complete	BL	1
Questionnaires Mailed	BL	1
Race Ethnicity	TXT	3
Raw Score	TXT	4
Read Provisions	BL	2
Real Estate Owner	BL	2
Real Estate Type Owned	TXT	2
Receipt Number	N	8
Received	TXT	2
Recent Practice	BL	14
Records Maintained	BL	2
Reference	TXT	1
Reference Type	TXT	1
Refused Admission to Training	BL	1
Registered Architect	BL	1
Registered Architect Number First	N	1

Registered		
Registered Architect State First	TXT	1
Registered		
Registered by Examination	BL	1
Registered Engineer	BL	1
Registered Engineer Number First	N	1
Registered		
Registered Engineer State First	TXT	1
Registered		
Registered Geologist	BL	1
Registration Basis	TXT	1
Registration Details	TXT	2
Registration Number	N	2
Registration Type	TXT	8
Rejected License	BL	1
Release Signed	BL	2
Remarks	TXT	3
Renewal	BL	2
Renewal Fee	TXT	9
Renewal Type	TXT	1
Request due to	TXT	1
Request for Transfer	BL	1
Requested License	BL	2
Requested Mail Stop	TXT	1
Requirements	TXT	3
Restricted Controlled Substance	BL	2
Registration		
Reviewed Examination	BL	1
Revoked Certificates	BL	2
Revoked License	BL	1
Risk	TXT	1
Role Delineation	BL	1
Route Number	N	1
Sale Ring Name	TXT	1
Salon Name	TXT	4
Salon Owner	TXT	2
Salutations	TXT	2
Sample Number	N	3
Sampler	TXT	1
School or Provider	TXT	1
Scope of Practice	TXT	2
Score	TXT	3
Seal	TXT	1
Seal Mailed	BL	1
Secretary of State Name	TXT	6
Section	TXT	4

Section 1 Completed	BL	1
Section 4 Completed	BL	1
Sell Real Estate Outside NE	BL	2
Serial Number	TXT	2
Service Contact Person Name	TXT	1
Service Type	TXT	1
Sheet of Labels	BL	1
Site Name	TXT	2
Site Visit	BL	1
Special Licensed Psychologist	BL	1
Specialty	TXT	2
Specific Duties	TXT	1
Specimen Type	TXT	2
Sponsor	TXT	1
Spouse Employer	TXT	2
Spouse Name	TXT	2
Spouse Occupation	TXT	2
SSN	TXT	79
SSN or FIN	TXT	1
Staff License Held	BL	1
Staff Name	TXT	2
State	TXT	211
State Board Practical Exam	BL	2
State Board Prepared Written Exam	BL	2
State Entomologist Name	TXT	6
State Identification Number	N	1
Statement of Good Health	BL	1
Subject	TXT	5
Substitution Experience	BL	2
Suffix	TXT	3
Supervise counselors	BL	2
Supervised Postdoctoral Experience	BL	1
Supervised Postmasters	BL	1
Supervisee Type	TXT	1
Supervising Athletic Trainer	TXT	1
Supervision Completed	BL	1
Supervision Duration	TXT	1
Supervision Frequency	TXT	1
Supervision Method	TXT	1
Supervision Type	TXT	2
Supervisor	TXT	6
Supervisor Address	TXT	2
Supervisor Credentials	TXT	1
Supervisor License State	TXT	2

Supervisor License Type	TXT	2
Supervisor Name	TXT	19
Supervisor Submit	BL	1
Supervisor Title	TXT	2
Supervisor Type	TXT	2
Surrendered Controlled Substance	BL	2
Registration		
Suspended License	BL	1
Tax	TXT	1
Tax per CWT	N	1
Telephone	TXT	192
Testing City	TXT	1
Text Book	TXT	1
Time	T	3
Time Known	TXT	5
Title	TXT	49
Title Authorized Inspection Agency	TXT	1
Topic	TXT	1
Total Acres	N	2
Total Class Hours	N	1
Total CWT	N	1
Total Deviation	TXT	2
Total Employed	TXT	1
Total Exam Questions	N	2
Total Fees	TXT	6
Total Hours	N	11
Total Tax Due	N	1
Total Time	TXT	1
Training Agency	TXT	1
Training Area Completed	BL	1
Training Category	TXT	4
Training Certificate	BL	1
Training Complete	BL	1
Training Hours	TXT	8
Training Provider	TXT	4
Training School	BL	1
Training Submitted	BL	1
Traning Type	TXT	1
Transcript Requested	BL	5
Type of Disciplinary Action	TXT	19
Type of License	TXT	1
Under Contract With	TXT	1
Understand Change Employment	BL	2
Understand Compensation	BL	2
US Citizen	BL	3
Used Illegal Drugs	BL	1

User ID	TXT	1
User Password	TXT	1
USPAP Course Completed	TXT	1
Document		
USPAP Due Year	N	1
Valid State Drivers License	BL	1
Verification	TXT	9
Water Meets Reqs	BL	1
Web Site Address	TXT	1
Weekly Hours	TXT	2
Work Type	TXT	2
Written Exam	BL	4
Year Licensed	N	5
Years	TXT	3
Years Experience	N	1
Years Worked	N	1
Zip	N	211
Zip plus 4	N	211